

Sun Valley Resort

SHIPPING & RECEIVING INSTRUCTIONS

The Sun Valley Shipping/Receiving and Convention Departments would like to offer some guidelines that will assist our efforts in handling and delivering your packages to the appropriate destinations.

Essential Information to be Included on the Label

- The name of your company's representative who is attending the convention and to whom the package should be delivered to and their arrival date.
- Name of Company or Convention, i.e., *Idaho/Utah Bankers Association*
- Dates of Convention – *June 27-28, 2010*
- Number of packages total in shipment
- Booth Number
- Special Instructions, i.e., Refrigeration/Freezer, Hold for Guest's arrival/notify upon arrival, etc.
- Use of heavy equipment required (i.e. forklift, by advance arrangements)

Address to Use

Sun Valley Resort
2 Sun Valley Road
PO Box 10 (US Mail Only)
Sun Valley, ID 83353

Return Shipping

For your convenience please have per e-addressed labels with your account number, when you are shipping your boxes from the resort. Shipping/Receiving can also ship your package at your request. Please be prepared with billing instructions at that time.

If you have any questions, please feel free to contact UBA or the Sun Valley Shipping & Receiving Clerk, Loren Wood, who can be reached at (208) 622-2224.